



*Scaled drawing of second floor
New Ulm Community Center*

*For further inquiries, please contact
Cheryl Kormann, Assistant Director
• City of New Ulm ~ Parks and Recreation Department
(507) 359-8340*

Email: cherylk@newulmmn.gov Website: www.newulmmn.gov

*Additional photos of special events : www.newulmmn.gov
Click on City operations/Facilities/Community Center*

Performance/Dining Area

- Wood stage with basic sound and lighting systems
- Seating capacity for diners = up to 250, using 60" Round Tables w/8 chairs/table and 6' banquet tables combined
- 2021 Fees
 - \$100 Non-refundable deposit to secure facility. Balance due 60 days prior to event.
 - \$67.00/hr Resident or \$73.70/hr Non-Resident
 - \$566/day Resident or \$622.60/day Non-Resident
 - \$100 Liquor Permit for service by licensed on-sale liquor license holder. Separate fee for security required.
 - \$300 Damage Deposit – checks are cashed, but refunded after event, provided there is no damage and facility is found in existing condition prior to event.
 - \$47/day Resident or \$50.60/day Non-Resident for rehearsals or prop storage
 - \$47 Large Overhead Projector and sound system rent
 - \$26.00 Small AV Equipment



Meeting Rooms

- Perfect for small group meetings, showers, parties and kitchenette available
- Seating for 40-50 per room – equipped with 48" square tables or 60" rounds
- Fees (per meeting room)
 - \$24/hr Resident or \$26.40/hr Non-Resident
 - \$192/day Resident or \$211.20/day Non-Resident

- All fees include applicable sales tax

Facility Guidelines:

- The facility will be opened at the pre-arranged time listed on your contract.
- The facility is tobacco free
- Full service kitchen available for use with Cafetorium:
 - Renters asked to wipe areas of use and restore to original state prior to leaving, including dining tables.
 - Soap, water, wash clothes provided, but no dishes, pots/pans, utensils or linens provided.
 - Coffee makers and available for use by renters, in addition to an ice machine, commercial cooler (no keg beer allowed in cooler), stove and oven. Freezer available upon request.
- Renters asked to pick up trash and items left out and about. City staff will do custodial duties.
- No extension cords, ladders etc. available; renters need to bring their own.
- Renter needs to provide City with a set up diagram/plan, but may re-arrange set up as needed.
- No tape on the walls.
- Open flames not allowed in City buildings; flames must be protected and not exceed non-combustible container.
- If decorating for a wedding, a staff member will meet renter at pre-arranged time listed on contract, turn on lights, etc. and leave the facility. Building will be locked to the public, so if renter needs to leave, someone should remain in building to allow re-entrance.
- Staff member(s) will be on duty during event and available for assistance.
- Renters are responsible for conduct of persons participating in the event and making sure guests use facility in safe, reasonable manner and obey laws.
- Alcohol provisions (for additional information, see City Ordinance Section 5.50) for Private Events
 - (1) If given away to guests and no money is exchanged, renters may do so without permit or security
 - (2) Guests may bring their own alcoholic beverages
 - (3) If cash bar is arranged, permit is required and must be pre-arranged through the City Clerk-Treasurer's office at least 30 days prior to event. Alcohol must be dispensed from a licensed on-sale provider within the City of New Ulm and who must provide an insurance certificate as proof of liquor liability covering the contracted location. (This is different from their regular insurance – they're required to purchase additional insurance to sell liquor off site from their business address.) If the caterer possesses a state catering permit to sell alcohol, they may do so without a permit, but must provide the City with a copy of Catering License from the State of Minnesota, along with Certificate of Liquor Liability insurance covering the event at the New Ulm Community Center, 600 N. German Street, New Ulm, MN
 - (4) Security will be hired by City and charged to renter at prevailing rate. If dispenser has a State of MN catering permit, they are responsible for securing and approving security through the City of New Ulm Police Chief.
- Renters must remove personal belongings prior to conclusion of the event.

NEW ULM
COMMUNITY CENTER
600 N. GERMAN ST.
NEW ULM, MN 56073

